

# Memorandum



**Date:** May 11, 2005

**To:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

Joe Rasco, Director  
Office of Intergovernmental Affairs

**Subject:** Report on the Status of RFQ Nos. 74 and 75 for Governmental Representation and Consulting Services


IRCA  
Agenda Item No. 5 (D)

**Pursuant to discussion at the April 13, 2005 Intergovernmental, Recreation and Cultural Affairs (IRCA) Committee, this report on the status of Request for Qualifications (RFQ) Nos. 74 & 75 is being presented for your review and consideration.**

At the November 30, 2004 Board of County Commissioners meeting, the Board approved the advertisement of two RFQs to obtain proposals from qualified firms to provide federal and state governmental representation and consulting services: RFQ No. 74 (federal) (Agenda Item No. 5(A)(1)) and RFQ No. 75 (state) (Agenda Item No. 5(A)(2)). As part of the discussion regarding these items, some Board members expressed concerns regarding the number of current vendors providing these services to the County and the need to reduce that number under the new contracts. In order to allow time to review and subsequently address these concerns, advertisement of the RFQs was deferred. A Report from the Office of Intergovernmental Affairs (OIA), presented to the Board on January 20, 2005, as part of the 2005 Preliminary State and Federal Legislative Priorities packages (Agenda Item No. 1(I)(1)), recommended that 2-3 firms be selected to represent the County at the federal level and that 1-2 firms be selected for the state level. After approval of that item and the passage of the 10-day Mayoral veto period, the RFQs were revised accordingly and advertised on February 8, 2005.

At the IRCA Committee meeting of April 13, 2005, the County Manager's Office and the Director of the Office of Intergovernmental Affairs (OIA) were directed to revise the timeline for the RFQ for federal representation. The revised timeline was necessary to avoid scheduling conflicts during the Congressional session, and to allow for the travel of the OIA staff to Tallahassee, Florida and Washington, DC in the recent and upcoming weeks. Therefore, the timeline for the RFQ for federal representation, which is currently in the evaluation phase, has been adjusted and the oral presentations were postponed until May 13, 2005. The RFQ for state representation, which is currently in the solicitation phase, has remained on schedule with proposals due on June 3, 2005.

Attached are the projected timelines for each of the RFQs.

  
Susanne M. Torriente  
Assistant County Manager

Attachments

**RFQ No. 74**  
**Governmental Representation and Consulting Services**  
**in Washington, DC**

**Current Projected Timeline**

<b>Item</b>	<b>Current</b> (rev. 4/21/05)
Release RFQ (advertise)	2/8/05
Pre-Proposal Conference	2/23/05
Proposal Due Date	3/11/05
Evaluation/Selection Committee "Kick-off" Meeting	3/15/05
Evaluation/Selection Committee Meeting	3/31/05
Report on Status of RFQ to IRCA Committee	5/11/05
Report on Status of RFQ to BCC	6/7/05
Oral Presentations to Evaluation/Selection Committee	5/13/05
Request to Negotiate/Award Package to County Manager	5/20/05
IRCA Committee Agenda	6/15/05
BCC Agenda	7/7/05
Negotiations/Contract Preparation	7/8-22/05
Ten Day Mayoral Veto Period Expires	7/17/05
Estimated Contract Start	8/1/05

**Previous Projected Timeline**

<b>Item</b>	<b>Previous</b> (rev. 2/8/05)
Release RFQ (advertise)	2/8/05
Pre-Proposal Conference	2/23/05
Proposal Due Date	3/11/05
Evaluation/Selection Committee "Kick-off" Meeting	3/14/05
Evaluation/Selection Committee Meeting	3/21/05
Oral Presentations to Evaluation/Selection Committee	3/30-31/05
Report to BCC on Evaluation/Selection Committee /Authorization to Negotiate	4/19/05
Negotiations/Contract Preparation	4/26/05
Award Package to County Manager	4/29/05
IRCA Committee Agenda	5/11/05
BCC Agenda	6/7/05
Ten Day Mayoral Veto Period Expires	6/17/05
Estimated Contract Start	7/1/05

**RFQ No. 75**  
**Governmental Representation and Consulting Services**  
**in Tallahassee, FL**

**Projected Timeline**

<b>Item</b>	<b>Current</b> (rev. 2/8/05)
Release RFQ (advertise)	2/8/05
Pre-Proposal Conference	3/3/05
Report on Status of RFQ to IRCA Committee	5/11/05
Report on Status of RFQ to BCC	6/7/05
Proposal Due Date	6/3/05
Evaluation/Selection Committee "Kick-off" Meeting	6/6/05
Evaluation/Selection Committee Meeting	6/13/05
Oral Presentations to Evaluation/Selection Committee	6/22-23/05
Report to BCC on Evaluation/Selection Committee	7/7/05
/Authorization to Negotiate	
Negotiations/Contract Preparation	7/8-7/15/05
Award Package to County Manager	7/29/05
IRCA Committee Agenda	8/17/05
BCC Agenda	9/8/05
Ten Day Mayoral Veto Period Expires	9/18/05
BCC Reconsideration Period Expires	9/20/05
Estimated Contract Start	10/1/05